

Personnel Director

Allowances

1. Post (6.4e CFR)

The Personnel Director may, upon the recommendation of the Assistant Director concerned and with the concurrence of the Comptroller, prescribe foreign post allowances and post differentials in conformance with rates and standards used by the Secretary of State in areas and places for which the Secretary of State has not prescribed foreign post allowances and differentials.

The Personnel Director shall review periodically and at least annually all such rates and make any changes warranted.

2. Post Differential

a. Eligibility (6.4e CFR)

The Personnel Director shall, under the Foreign Service Post Differential Regulations, make administrative determinations as to eligibility for post differential pay in special individual cases where such determinations are required.

b. Special Provisions (6.4e CFR)

The Personnel Director may, upon recommendation of the appropriate Assistant Director, establish special or blanket provisions for application of the Foreign Service Post Differential Regulations for individuals, areas or activities where special operational or administrative conditions so require.

3. Special Hardship (6.4e CFR)

The Personnel Director or the Special Contracting Officer, on the recommendation of the Assistant Director, may approve and provide for a special hardship salary differential in the employment contract when it is established that cover or operational requirements are subjecting or will subject an Agency employee or agent to personal hardship as defined in the Foreign Service Post Differential Regulations.

Appointments

1. Benefits (14.3a CFR)(5.2, 5.3, 10.6 CFR)

The Personnel Director or his designee, upon the request of the appropriate Assistant Director, shall appoint Staff Agents who shall have substantially all of the rights, privileges, benefits and obligations of Staff Employees.

The Personnel Director shall appoint Staff Agents at rates of pay conforming to the Foreign Service Classification System.

2. General (5.2a CFR)

The Personnel Director or his designee will make appointments and other personnel transactions in accordance with CIA Regulation ☐ unless obviously inapplicable. Other aspects of employment will be governed by law, and Agency Regulations and policies.

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Approval

1. Formal Details (14.5a CFR)

The Personnel Director may approve all formal details, whether overt or covert, and he shall execute a personnel action evidencing the detail and make appropriate distribution thereof.

Claims

1. Medical ☐

The Personnel Director shall review each claim and, after coordination with and consideration of recommendations of the appropriate Assistant Director, the Chief, Medical Staff, the General Counsel, and the Assistant Deputy (Inspection and Security, as applicable, shall determine whether it is to be processed under the provisions of the Compensation Act of Public Law 110. Claims which are processed under Public Law 110 shall be administratively approved or disapproved by the Personnel Director with the appropriate advice of the Chief, Medical Staff.

Contracts

1. Appointed Consultants, Experts (14.6a, 5.7f(1) CFR)

The Personnel Director shall appoint, in true name or pseudonym, appointed Consultants and Experts, either with or without compensation.

2. Consultants ☐

The Personnel Director will be responsible for maintenance of a roster of all Consultants employed by CIA and will furnish to the Personnel Policy Board a list of all Consultants employed or in process for employment on the first day of each quarter of the calendar year.

3. General (5.2a CFR)

The Personnel Director is authorized, upon the recommendation of the appropriate Assistant Directors or Staff Chiefs, or their authorized representative, and subject to determination by the Comptroller that sufficient funds are available, to sign letters of appointment and other appropriate personnel actions and contracts evidencing acceptance of employment by the United States of America as represented by CIA, for formal details, staff employees, staff agents, and contract consultants, either WAE (when actually employed) or WOC (without compensation).

4. Review (5.7e(2) CFR)

The Personnel Director and the Special Contracting Officer shall establish and maintain record systems for the review of appointments and contracts at least thirty days prior to the date of termination.

Functions

1. General

a. Assistance

The Personnel Director is responsible for rendering assistance to offices of the Agency in developing and carrying out efficient and adequate personnel programs.

b. Personnel Relations

The Personnel Director is responsible for supervision of the personnel relations program in coordination with all offices of the Agency.

Leave

1. Annual

The Personnel Director or his designee is responsible for approval of applications for advanced annual leave submitted to him by supervisors.

2. Home (10.9 CFR)

The Personnel Director or his Covert Deputy, upon the recommendation of the appropriate Assistant Director, may approve return on leave to the continental United States for every officer and employee of CIA who is a citizen of the United States upon completion of two years continuous service abroad or as soon as possible thereafter provided that such officer or employee has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period.

Medical

1. Field

The Personnel Director will be responsible for final administrative action in cases where employees have required medical treatment which may have involved travel and attendants.

Military Personnel

1. Procurement (14.4a CFR)

The Personnel Director shall be responsible for requesting that military personnel be procured for parent service.

Missing Persons Act

1. Application (5.4b CFR)

The Personnel Director is delegated, without the power of redelegation, the authority given to the head of the Agency in the Missing Persons Act, (50) USCA Appt. 1001-1015 approved March, 1942) to request final review and make final determination of the application of the provisions of this Act to Staff Employees and Staff Agents paid from Confidential Funds.

Payment

[Redacted]

Terminations

[Redacted]